

# Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: All

Dept. Head/Contact Information: Mass Transit, Terry Lee Scott, Contact Ralphie Hernandez 534-5817

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution  | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                                    | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                              | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                                  | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements   | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other (1) Temporary Appointment - Clerk Typist III |   |  |

## Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: \_\_\_\_\_ Months)
- ☒ Other Source: Funding Source: 60600001-40345-60050 Transit - Administration

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Sun Metro is requesting a temporary appointment (Clerk Typist III) to temporarily replace a permanent employee who is out on FMLA (Family Medical Leave) for 12 weeks due to a family member's serious illness. The temporary appointment is needed to provide clerical assistance to the Transit Community Relations Manager: typing, faxing, or emailing press releases; assisting TCRM is planning and preparation of special events & transit-related functions ; also providing supervisory assistance to Transit Information Line personnel;

**Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:**  
Salary

## Statutory or Citizen Concerns:

N/A

## Departmental Concerns:

Department needs to fill this position as soon as possible. The permanent employee has been out for about a month now. Other temporary clerical personnel are currently assisting but will end July 20.

2007 JUL 11 11 28  
CITY CLERK'S OFFICE




07-06-04

ITEMS FOR CITY COUNCIL AGENDA						
			6-Jul-04			
TEMPORARIES:						
REASON	POSITION	DEPT.	FUND SOURCE	ACCT. #	Salary	REQ #
FMLA	Clerk Typist III	Mass Transit	Mass Transit Admin.	60600001	\$798.21	040749

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > **Job Requisition Data**[New Window](#)[Requisition Data](#) | [Job Details](#) | [Job Posting](#) | [Basic Eligibility](#) | [Educ/Experience](#) | [Comps/Accomps](#) | [Hire](#)**Job Requisition #:** 040749      **Status:** APP-OMB      **Status Date:** 06/24/2004**Position Number:** 00001372      Clerk Typist III  
**\*Business Unit:** COFEP      **DeptID:** 60600001      Mass Transit Administration Ne  
**Job Code:** 181300      Clerk Typist III**Job Posting ID:** **Descriptions**[View All](#)      [First](#)  1 of 1 [Last](#)**\*Type:**   

Clerk Typist III--this is a request for a TEMPORARY appointment to be made to TEMPORARILY replace Magda Acuna, who has requested FMLA leave for 12 weeks; it is necessary to request a temporary to assist and provide clerical assistance to the Transit Community Relations Manager;

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	*Posting Type	Medium	Date Opened	Date Closed	Description		
1	<input type="text" value=""/>	<input type="text" value=""/>	06/03/2004 	<input type="text" value=""/>	<input type="text" value=""/>		

 **Save** **Return to Search** **Add** **Update/Display** **Include History**[Requisition Data](#) | [Job Details](#) | [Job Posting](#) | [Basic Eligibility](#) | [Educ/Experience](#) | [Comps/Accomps](#) | [Hired](#)